

**MILITARY DEPARTMENT  
STATE OF SOUTH CAROLINA  
SOUTH CAROLINA STATE GUARD  
OLYMPIA ARMORY, 551 GRANBY LANE  
COLUMBIA, SOUTH CAROLINA 29201**

MEMORANDUM THRU: Chain of Command

MEMORANDUM TO: Headquarters, SCSG

SUBJECT: Request for Enlisted Personnel Action

DATE: \_\_\_\_\_

It is requested that \_\_\_\_\_ RANK \_\_\_\_\_ ID# \_\_\_\_\_, be

( ) Promoted from Rank: \_\_\_\_\_ to \_\_\_\_\_  
( ) Reduced in Rank: \_\_\_\_\_ to \_\_\_\_\_  
( ) Reassigned from: \_\_\_\_\_ to \_\_\_\_\_  
( ) Transferred from: \_\_\_\_\_ to \_\_\_\_\_  
( ) Discharged from: \_\_\_\_\_ Reason: \_\_\_\_\_

Authority: Section \_\_\_\_\_ SCSGR 600-1

Effective Date \_\_\_\_\_, 20 \_\_\_\_\_

( ) FOR THE COMMANDER:

\_\_\_\_\_  
Signature, Grade, & Title of CO, XO or S-1

1<sup>st</sup> Endorsement

Headquarters, \_\_\_\_\_, \_\_\_\_\_, SC, \_\_\_\_\_, 20 \_\_\_\_\_

( ) Approved ( ) Disapproved

( ) FOR THE COMMANDER:

\_\_\_\_\_  
Signature, Grade, & Title of CO, XO or G-1

2<sup>nd</sup> Endorsement

Headquarters, \_\_\_\_\_, \_\_\_\_\_, SC, \_\_\_\_\_, 20 \_\_\_\_\_

( ) Approved ( ) Disapproved

( ) FOR THE COMMANDER:

\_\_\_\_\_  
Signature, Grade, & Title of CO, XO or G-1

\_\_\_\_\_  
ORDER NUMBER